

SECRET

DDA OFFICES'

FY 1985 ACCOMPLISHMENTS

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85-4242


MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: FY 1985 Directorate of Administration Accomplishments

Bill,

It is our custom each year to provide you with a report of Directorate of Administration (DA) accomplishments which reflect the pride and performance of our people. In FY 1985 each DA office successfully met increasing new challenges in support of the Agency and the Intelligence Community. With your support, we have, for example, improved our personnel recruitment and retention, initiated dramatic computer-communications upgrades, and continued the positive momentum of the New Building Construction project. I am extremely satisfied with our 1985 results and want to share them with you. Therefore, I have attached the detailed accomplishment lists from each of the DA offices, as they were provided to me.

  
Harry E. Fitzwater

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Attachment

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14 NOV  
1985

MEMORANDUM FOR: Director of Communications  
Director of Information Technology  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: FY 85 Accomplishments

1. During the current round of Directorate of Administration (DA) Office quarterly reviews, each Office Director is opening the session with a ten-minute summary of FY 85 accomplishments. These summaries continue to reinforce my feeling that the DA Offices are highly energized and productive. I've been very impressed with the FY 85 accomplishments, and I'd like to send them in an annual report to the DCI in his capacity as Director of the Agency, as we did last year with the FY 84 accomplishments. Even though you are briefing us at the quarterly reviews on FY 85 accomplishments, it is my feeling that you will want to orient your list of FY 85 accomplishments specifically to the DCI.

2. In this regard, please provide me with a list for the DCI of your Office's FY 85 accomplishments. Each item on the list should be a concise, short-paragraph description of an accomplishment.

3. You should be able to draw upon this list in the future to assist you in responding to other requirements for reporting FY 85 accomplishments. For example, I expect to receive in the coming weeks a requirement to contribute to the DCI's Annual Report to Congress, including FY 1985 accomplishments. The IC Staff will tell us what we can and cannot include in this report. Input from IC components will then be separated and combined into a unified report.

4. Please provide the list of FY 85 accomplishments for the DCI to me by 2 December 1985.

Harry E. Fitzwater

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*Special Support Assistant*

C O N F I D E N T I A L

3 December 1985

MEMORANDUM FOR: Deputy Director for Administration  
INFO: Deputy Director for Operations  
FROM:   
Special Support Assistant to the DDA  
SUBJECT: Accomplishments for CY 1985

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1. In response to your request here is a compendium of our more significant activities for the last year.

The SSA/DDA reports the following major accomplishments during CY 1985:

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